

**HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316**

NATIONWIDE ARMY/AIR AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: WMD 69-08 **POSITION TITLE:** Human Resources NCO

GRADES: SSG/E-6 / TSgt/E-6

DMOS/AFSC: MOS 42A3R / AFSC 3S0XX

FEMALE ASSIGNMENT ELIGIBILITY: YES

UNIT: 34th Civil Support Team (Weapons of Mass Destruction)

LOCATION: Ft Pickett, Blackstone, Virginia

OPENING DATE: 12 September 2008

CLOSING DATE: 14 October 2008

POC FOR ADDITIONAL INFORMATION: SFC Hagans, (434) 298-6249 or DSN 441-6249 or LTC Doug Gagnon, (434) 298-6182/ DSN 441-6182.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Human Resources NCO for a 22 person full time military (AGR) terrorism response team that responds to domestic terrorism incidents in support of civil authorities. Responsible for the unit personnel program to include award recommendation preparation and processing, forms, publications, unit distribution/mail, adverse actions, SIDPERS input, NCOER/OER tracking/processing, promotions, MOS, SQI, ASI personnel actions, appointment orders, family care plans, pay inquiries, pay actions, enlistment extensions, alert roster, transmittal letters, accounts for and processes leave requests, DD93/SGLI updates, prepare and maintain functional files in accordance with ARIMS, unit sponsorship and in processing. Provides administrative and finance support to all Officers and NCOs assigned to the unit. Understands and applies applicable Army regulations in accordance with administrative duties. Refers issues to the First Sergeant and Commander as necessary. Selected candidate will be required to perform additional duties on the unit decontamination line during WMD exercises and act as the assistant logistics custodian.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional soldiers or airman in grades SGT/E5 through SSG/E6, or (Air) SSG/E5 through TSgt/E6 and who are eligible to become members of the Virginia Army or Air National Guard. **Current on board AGR SGT/E5 through SSG/E6 or (Air) SSG/E5 through TSgt/E6 must be qualified in MOS/AFSC: 42A/3S0XX before applying.**

LENGTH OF TOUR: (Three (3) years, subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial tour. Selected individual will be required to remain in this position for 3 years.

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

JFHQ-VA-J1-M

SUBJECT: VaARNG AGR Vacancy Announcement Number WMD 69-08

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3 in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service

(without an extension), under any provisions of law or regulation.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

REMARKS:

Must be 42A / 3S0XX qualified. If not CBRNE Responder (SQI R) qualified must become (SQI R) (ARNG) or OT (ANG) qualified within 12 months of assignment.

Previous CST or equivalent experience preferred. CBRNE Responder (SQI R) qualification preferred. Previous leadership experience desired.

If not already 42A qualified, must have a CL score on ASVAB of 95 or higher (if taken prior to 2 Jan 2002), 92 or higher (if taken on or after 2 Jan 2002 and prior to 1 July 2004), 90 or higher (if taken on or after 1 July 2004).

Applicant must meet OSHA standards for wearing personal protective equipment (including respiratory screening).

CST Members are required to maintain 24/7/365 availability to respond to a no-notice alert IAW state and national response requirements.

Additional Information: Applicant must meet OSHA standards for wearing personal protective equipment (including respiratory screening).

Must relocate and reside within 45 miles of Ft. Pickett, Blackstone, VA.

Applicant must demonstrate the ability to pass appropriate (ARNG/ANG) physical fitness test, meet height/weight standards, and present a professional and military appearance.

This assignment requires extensive travel (2 or more weeks a month) for training and response operations; therefore, must be able to obtain a Government Travel Card

All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. Pre-selection is not only counter-productive to effective recruitment and placement, but also violates Virginia National Guard Placement principles and will not be tolerated.

Applicants can be Army or Air Guard

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**) (**Army/Air**)
2. Provide copies of last five consecutive NCOERs, if you are a new E5 and have not yet received an NCOER submit a letter of recommendation from your Commander. (**Army**)
3. Provide copies of last five Evaluation Reports (**Air**)
4. **Certified** copy of DA Form 2-1. Certified means having the Personnel Services Branch (PSB), stamp or type that your DA Form 2-1 is a "True Copy" and a signature by PSB personnel not older than 1 year. (**Army**) or RIP (**Air**)
4. Copy of current physical (DD 2807-1 and DD 2808) completed within the last five years or a copy of the automated MEDPROS data sheet. (**Army/Air**)
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. **Photo must be dated.**
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used DD Forms 214, DA Form 1506, or NGB Form 23/23B. (**Army**)
7. DD 214 (**Air**)
8. AF Form 526 (Point Credit Summary) (**Air**)
7. DA Form 705 (APFT Card) (**Army**)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position may be revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business day of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **No faxed applications will be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> click on Virginia National Guard and then click Job Vacancies.

FOR THE ADJUTANT GENERAL:

//signed//
THOMAS L. MORGAN III
LTC, GS, VaARNG
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